



Checklist for a Structural Submittal

To qualify for a structural release, an applicant must provide a complete application form (ACDR) indicating the structural scope of work, and a complete set of structural drawings demonstrating compliance with all applicable building laws and fire safety laws. Minimum submittal requirements for the structural scope include the following, as applicable:

- For new buildings, additions to existing buildings, and alteration projects in which a change of occupancy group occurs: a site plan, drawn to scale, showing the dimensioned location of construction relative to property lines, all adjacent buildings on the property, as well as width of any street or easement bordering the property;
- Dimensioned framing plans for each supported floor and roof, identifying all framing members, all bearing elements, and all other structural components relevant to that floor or roof;
- Sections and details of walls, floors and roofs showing dimensions and construction materials;
- Elevations as necessary to fully identify and illustrate structural members, elements and components;
- Design loads for all floors and roofs;
- Any details necessary to demonstrate how required structural integrity will be maintained where wall, floor and ceiling penetrations are made for electrical, mechanical, plumbing and communication conduit, pipes and similar components;
- For those projects for which a design professional is required, **each page of all drawings must bear the seal and signature of that design professional;**
- Any additional information that may be necessary to illustrate design intent and demonstrate full compliance with the applicable building and fire safety laws and the rules of the commission;
- No plans may be labeled "Preliminary," "Not for Construction," "For Reference Only," "Future," "Optional" or the like. They are unacceptable for plan review purposes.